

# Hearing Officer / Board of Adjustment Sign Application

City of Tempe  
Development Services  
31 East Fifth Street  
Tempe, AZ 85280-5002  
480-350-8331 TDD 480-350-8400



## Required Items for Hearing Officer/Board of Adjustment Variance or Use Permit Application

### Application

Form to be filled out with the requested information, signed by applicant AND property owner, and submitted, together with items indicated below, to the Development Services Department. If the property owner does not personally sign the application, he/she must submit a Letter of Authorization giving permission to the application to file the specific request. The form shall have the signature of the appropriate agent from the Building Safety Division. Obtain [submittal and hearing dates](#) from the Planning Division.

### **Letter of Explanation/ Intent/Justification**

Letter from the applicant to the Hearing Officer/Board of Adjustment that describes the proposal in detail. **THE LETTER MUST BE SIGNED BY THE APPLICANT OR REPRESENTATIVE:**

For a VARIANCE, state the variance requested, why it is necessary and what cannot be changed on your project to comply with the normal requirements, and what special circumstances affect your property which make it different from the nearby properties:

For variances, the letter must include justification:

- a. that there are special circumstances or conditions applying to the land, building or use referred to in the application; and
- b. that the authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights; and
- c. that the authorizing of the application will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general, and

That the variance shall not:

- d. make any changes in the uses and densities permitted in any zoning classification or zoning district, and
- e. be for the purpose of rectifying a special circumstance which was self-imposed by the property owner or applicant; and
- f. allow relief from any item expressly prohibited by this Ordinance.

### **Letter of notification of Neighborhood Meeting**

A neighborhood meeting is required for variances, when the property is located within 300' of residential use. It is also required for use permits when a public hearing is required at the Redevelopment Review Commission, Joint Review Commission or Planning and Zoning Commission. The applicant must hold one meeting, 15 days prior to the public hearing, at a location (publicly accessible) near the development site. The property shall be posted 14 days before the neighborhood meeting, and a notice shall be mailed at least 14 days prior to the meeting to: (1) all neighbors within 300', (2) the chairperson of the neighborhood association(s) and homeowner's association(s) within 600 feet and (3) any tenant within the property (for commercial or industrial centers). The applicant shall submit a written summary of the meeting notes 7 days prior to the public hearing.

### **Ownership Map**

A map showing the properties within a radius of 300 feet of the exterior boundaries of the lot, together with the number indicated for each lot. (See [Instructions for Ownership Map/Labels](#))

### **Ownership List/ Mailing Labels**

Submit **typed or printed adhesive labels** containing names and mailing addresses of property owners within a radius of 300 feet of the boundaries; the names and mailing addresses of tenants within the boundaries of the parcel as indicated on and identified by the same number shown on the ownership map; and the name and mailing addresses of tenants within the boundary of the parcel. Correct Zip Codes must be shown for each address. For ownership list, submit a photocopy of the Mailing Labels sheet(s) for the file record. (See [Instructions for Ownership Map/Labels](#))

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**NOTE:** The Applicant must submit a signed [Affidavit of Public Hearing Notification for Property Ownership List and Map](#) in addition to the Ownership Map

## Required Items (continued)

### Sign Drawings

Sign drawings are required for each sign proposed, as follows:

- a. Two copies (one in color)
- b. One 8 ½" x 11" matte finish PMT (or original laser print) with 6 point font  
NOTE: All documents shall have black continuous lines which provide a crisp clean copy when copied.  
(see [Submittal Examples](#))

Drawings must be to scale and indicate the following for each sign proposed:

- ◆ Exact lettering styles to be used
- ◆ All sign copy
- ◆ True sign colors
- ◆ Method of illumination
- ◆ Number of sign faces
- ◆ How sign will be mounted
- ◆ Height of sign
- ◆ Dimensions of sign (including dimensions which locate the sign on building/property)
- ◆ Sign area
- ◆ Sign materials
- ◆ Accurate building elevation showing where sign(s) will be located on the building.

### Site Plan

The applicant shall submit a site plan which shows all signs, as follows:

- a. One accurate site plan showing where sign(s) will be located on the property
- b. One 8 ½" x 11" matte finish PMT (or original laser print) with 6 point font  
NOTE: All documents shall have black continuous lines which provide a crisp clean copy when copied.  
(see [Submittal Examples](#))